Distance Education Supplement

2.9 Transition for students with significant support needs

(Please print clearly)

Department of Education office __________________________ Contact Person __________________________

Phone ___________________ Fax ___________________ Email __________________________

Student name __________________________ Year __________

Current / most recent school __________________________________________________________

Transition school _________________________________________________________________

Office Referral

This category is designed for students for whom a Risk Assessment indicates that they cannot attend their local government school on a regular basis.

This category can only be accessed as part of a managed transition strategy between the local government school and the distance education school that aims to return the student to the local school or to facilitate their participation in further education or employment.

Educational Services team in the home (referring school) location are responsible for processing access to the range of student services support provision.

A plan from the home (referring school) drawing on resources available from them and the distance education school must be provided as a condition of enrolment.

While the student attends distance education, strong links will be maintained with the learning and support team from the student’s home (referring school). The home (referring school) will arrange a transition review with the distance education school at least three months before the return to school.

The distance education school and home school will review the enrolment and level of support required for the student to ensure the ongoing appropriateness in this category.

Referral Process

Access to this provision is through the Online Access Request process

The learning and support team from the school where the student is currently enrolled will initiate an Access Request in consultation with the parent/carer. Appendix ‘A’ must be completed and attached to the Access Request.

A Transition Management Plan must be completed and attached to the Access Request.
The local learning and wellbeing coordinator may recommend a distance education enrolment when ALL of the following apply:

- consideration has been given to the support preference based on effective communication with the parent / carer.
- the local school cannot meet the student’s education needs with access to the available school, community and state resources (documented).
- a transition management plan has been developed to manage the transition drawing on resources available from the home (referring school) and distance education school (attached to the Access Request).
- the distance education school is the most appropriate enrolment.

The distance education school will provide feedback to the student’s home (referring school) and the educational services team where the student lives about recommendations for continued access to distance education support.

The home (referring school) will receive copies of the student’s reports while they are enrolled in distance education.

### Learning and Wellbeing Coordinator

- Behaviour
- Other
  - Specify ________________________________

### Documentation required

- Access request
- Disability confirmation (if available)
- Appendix A – child protection
- Appendix B – Transition Management Plan
- Medical documentation (if appropriate)

I have reviewed the documentation for this application for distance education. I recommend enrolment for the student whose name appears on the document.

Name of learning and wellbeing coordinator ____________________________________________

Signature _______________________________ Date __________________________

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